

## JOB OPPORTUNITY

Posting Date: May 10, 2019

The Bay City Housing Commission has two positions for full time Maintenance Laborers. This posting is open until the positions are filled or until the opportunities are withdrawn. Submit resumes in person to the Central Office at 315 14<sup>th</sup> Street, Bay City, MI. 48708.

### POSITION DESCRIPTION MAINTENANCE LABORER

Job Type:	Full-time; Non-Exempt	Equal Opportunity Employer
Classification:	Maintenance Laborer	Drug Free Workplace
Wage Rate:	\$18.64/hour	Acceptable Background Check
Benefits:	Workers Comp; Competitive Health/Retirement Plan	Michigan Freedom To Work
Schedule:	Monday - Friday, Some after-hours/holiday/weekend on-call	
Location:	Bay City, Michigan	

#### JOB DESCRIPTION

Maintain rental properties including such tasks as: painting, caulking, drywall repair, cleaning, countertop, appliance repairs/refurbishing, flooring repairs/installation, installing doors/cabinets, lavatories, minor repairs and/or maintenance of machinery and equipment to include trucks, tractors and snowplow equipment, lawnmowers, physical structures, high rise, single-family and duplex building systems and outside environments. May require the exercise of individual initiative, independent judgment and acquired skills. May be asked to temporarily exercise supervision over other employees or act as lead worker.

#### RESPONSIBILITIES AND DUTIES

- Receive resident work orders from property management staff, evaluate work and materials needed, complete assigned work orders within required timeframe.
- The ability to recognize conditions which require maintenance work and/or repair.
- Ability to work effectively in a team environment with other employees and to be able to take directions well.
- Inspect grounds, facilities, and equipment routinely to determine necessity for repairs or maintenance.
- Assist with preparing for and conducting unit inspections as required by internal inspection requirements, U.S. Department of Housing and Urban Development Department (HUD), HUD's Real Estate Assessment Center (REAC) and Michigan State Housing Development Authority (MSHDA) policy.
- Respond, as directed by supervisors to emergency or after-hour maintenance calls.
- Assist in carpentry, electrical, plumbing and heating, installation, repair and maintenance, custodial duties at the high rises and scattered housing units.
- Assist in the repair of cement work, steps, sidewalks and driveways.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings remains in good condition.
- Assist in diagnosing mechanical problems and determine how to correct them, checking repair manuals, or parts catalogs, or utilizing 3rd party vendor as necessary.
- Install, assemble, repair and maintain electrical and gas appliances, equipment, systems, fixtures, lights, electronic components, plumbing systems and fixtures or contact appropriate 3rd party as needed and as authorized.
- Provide grounds keeping services, such as lawn mowing, edging, landscape installations and snow removal manually and with use of equipment.



- Move heavy furniture, equipment, or supplies following safety procedures.
- Be aware of and follow established bed bug protocols and treatment per the policies of the Housing Commission.
- Communicate to property managers status of projects, outstanding issues, and any relevant information in regard to the department.
- **Perform all other assigned duties that are commensurate with the employee's experience and skills.**

#### **QUALIFICATIONS, SKILLS AND TRAINING**

- Excellent customer service skills and ability to balance assigned tasks completion with customer service requests.
- Attend and participate in meetings and training opportunities in order to keep informed on current information and skill development.
- Follow established policies and procedures including but not limited to:
  - Bay City Housing Commission policies and procedures.
  - Safety policies and procedures.
  - Federal, state and local regulations.
- Ability to operate a computer, smart phone with email, learn and operate maintenance software.

#### **REQUIREMENTS**

- Minimum of High School Diploma or General Education Degree (GED).
- Two years related experience in rental property maintenance or similar residential maintenance/rehab work experience required.
- Must reside within twenty miles of the City Limits of Bay City, MI.
- Valid Michigan Driver's License

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The employee will regularly be exposed to outside weather conditions and moving mechanical parts. The employee will occasionally be exposed to high noise levels, as well as the risk of electrical shock, vibration, fumes, airborne particles and toxic or caustic chemicals if proper safety procedures are not followed. The employee will occasionally be in high, precarious places. At all times good judgement, proper caution and safety procedures must be exercised.

- Stand
- Walk
- Climb
- Squat/Kneel
- Bend
- Handling / Fingering
- Lift/Carry 50 lbs. minimum (occasionally)
- Push/Pull 50 lbs. minimum (up to 100 lbs. occasionally)
- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Ability to wear Personal Protective Equipment (PPE)

#### **BENEFITS PACKAGE**

- Paid Holidays, Paid Time Off (for vacation/sick time/other),
- Health/Medical Plan, dental and vision
- Defined Contribution Retirement Plan